

ROUTING AND TRANSMITTAL SLIP		Date
		8 March 1985
TO: (Name, office symbol, room number, building, Agency/Post)		Initials Date
1.	DD/OIS	<i>[Signature]</i>
2.	D/OIS	<i>[Signature]</i>
3.	EO/DDA 7 D 18 Hqs	<i>[Signature]</i> 1 MAR 1985
4.		
5.	DDA / PO	
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

The attached memo is in response to inquiry as to what materials OIS would like in the new building consolidated filing facility.

Two discussions, CRD & IRMD, had agreements.

Due today.

[Signature]

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
Chief, Plans & Management Staff/OIS	1205 Ames
	Phone No.

5041-102

OPTIONAL FORM
Prescribed by GSA
FPMR (41 CFR) 101-11.206

DD/A Registry
85-0403/5

8 March 1985

MEMORANDUM FOR: Executive Officer to the DDA
THROUGH: Director of Information Services
FROM:
Chief, Plans and Management Staff, OIS
SUBJECT: New Building Consolidated Library Facility
REFERENCE: Your Memorandum dated 1 February 1985, Same Subject

As requested in paragraph 3b of the referenced memorandum, attached is a list of publications and other materials that would be of value to the mission of OIS if placed in the new building library facility. There are no materials presently stored within our office that we would transfer to the new facility.

Attachment



OFFICE OF INFORMATION SERVICES

Proposed Publications for
New Building Library Facility

1. Reference Material - One copy each

Congressional Hearings concerning CIA

Nonfictional works concerning CIA or intelligence, especially those by present or former Agency employees (as defined by the regulations governing the Publications Review Board)

Carrollton Press volumes on declassified Government documents.

Copies of court decisions referring to CIA or intelligence, and evidence presented in those cases by OGC/CIA or the Justice Department acting on the Agency's behalf

U. S. Government Manual

All NSCIDs and DCIDs

OGC Guide to Law of CIA (4 volumes)

Current telephone directories (GSA, DoD, State)

2. Subscriptions - One copy each

American Archivist	Monthly
Code of Federal Regulations, Title 41	Daily/Annual
Current Awareness Service and Micrographics Index	Irregular
FPM Maintenance Material 293-31 296-33 831-1	Irregular
Graphic Communication World	Weekly
Infosystems	Monthly

Journal of Systems Management	Monthly
Micrographics Newsletter	Bi-weekly
The Office	Monthly
Office Administration and Automation	Monthly
Panorama - Kodak	Quarterly
Prologue	Irregular
Records Management Quarterly	Quarterly
U. S. Code Title 44	Annual
U. S. Government Manual	Daily/Annual
The New York Times	Daily
The Washington Post	Daily
The Wall Street Journal	Daily

3. Brochures

Collection of vendor supplied brochures, catalogues, office furniture, filing and storage equipment. One shelf loose-leaf binders.

4. Equipment

1 Microfilm Cartridge Reader/Printer
1 Microfiche Reader/Printer